

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

- STEP 1** Click on Reports on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **REPORTS** screen will then be displayed. (See Figure 2.)



Figure 2

- ◆ Select the Claims Register hyperlink.

- STEP 3** The PACER login screen will then be displayed (See Figure 3.)

ECF/PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (202) 301-6442.

An access fee of \$0.07 per page, as approved by the Judicial Conference of the United States at its September 1992 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Figure 3

- ◆ This screen is for you to enter your PACER login and password. If you do not have a PACER account, please refer to the PACER documentation for CM/ECF.
- ◆ After you enter your PACER login and password, and a client code, if desired, click on [Login].

STEP 4 The **Claims Register** information screen displays next. (See Figure 4.)

ECF Query Reports Utilities Logout ?

Claims Register

Case number [text field]

Office [dropdown: Pleasantville, Green Valley] Creditor type [dropdown: Creditor, Administrative] Creditor number [text field]

Creditor name [text field]

Claim number [text field] to [text field]

☒ Filed ☐ Entered 3/1/2001 to 3/8/2001

Sort by [dropdown: Case Number] [dropdown: Claim Number]

Run Report Clear

Figure 4

- ◆ Claim Register information can be requested by and limited by:
 - Case Number, (a required field)
 - Divisional Office,
 - Creditor Type,
 - Creditor Number,
 - Creditor Name,
 - Claim Number or Number Range,
 - Filed or Entered Date or Date Range.
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by
 - Case Number,
 - Claim Number,
 - Creditor Name,
 - Filed Date,
 - Office,
 - Terminal Digit.

You can specify both a primary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

- ◆ After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The Claims Register screen is displayed. (See Figure 5.)


 Bankruptcy • Adversary • Query • Reports • Utilities • Logout		
Technology Training and Support Division Claims Register		
00-10122 Dale A. Daniels Judge Lillian Strasberg Debtor Name: DANIELS, DALE A.		
Claim No: 1	Creditor Name: Radio Shack 1221 E. 29th Street Jackson, TN 38305	Last Date to File Claims: 11/20/2000 Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 07/27/2000	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unsecured	\$347.58	\$0.00
Total	\$347.58	\$0.00
Description: Direct TV Satellite System		
Remarks:		

Figure 5

- ◆ Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.
 - Last Date to File Claims Claims bar date set at the §341 Meeting setting or trustee's asset notice.
 - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
 - Filing Status Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
 - Docket Status Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
 - Late Yes or No flag signifying when received according to the claims bar

date.

- ◆ This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.
- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims. (See Figure 6.)

ECF			Bankruptcy	Adversary	Query	Reports	Utilities	Logout
Claims Register Summary								
Case Name: Dale A. Daniels								
Case Number: 2000-10122								
Chapter: 7								
Date Filed: 07/17/2000								
Total Number Of Claims: 4								
	Total Amount Claimed		Total Amount Allowed					
Unsecured	\$8778.58		\$0.00					
Secured	\$0.00		\$0.00					
Priority	\$16100.00		\$0.00					
Unknown	\$0.00		\$0.00					
Administrative	\$0.00		\$0.00					
Total	\$24878.58		\$0.00					

Figure 6

STEP 6

To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.